



What is a Wiki?

A wiki is a simple webpage that allows the users to add and edit the content in a collaborative fashion. Wikispaces is a wiki provider that provides a free and powerful resource for educators. With wikispaces, teachers can set up interactive webpages and create accounts for students so that projects, lessons, and discussions can be posted online.

Already a member? [Sign in](#)

 **wikispaces**
wikis for everyone

Create simple web pages
that groups, friends, & families
can edit together

[Tours](#) · [Pricing](#) · [Private Label](#)

“ I am totally blown away with this service. So
simple and clean. - David Friedman ”
[more quotes](#)

Join Now!

1. Pick a username

2. Set your password

3. Enter your email address

We don't spam or share your email address.

4. Space name (optional)
 .wikispaces.com

[Terms of Use](#)

Private Label
Wikispaces for your K-12 District
Simple. Secure. Hosted.
[Learn More >](#)

Creating Your Wikispaces Account

1. Log into www.wikispaces.com.
2. In the **Join Now** box, enter a **username**, **password**, **valid email address**, and **space name**. The space name is the name of the wikispaces web page that you will be creating.
3. Click **Join**.

Join Now!

1. Pick a username

2. Set your password

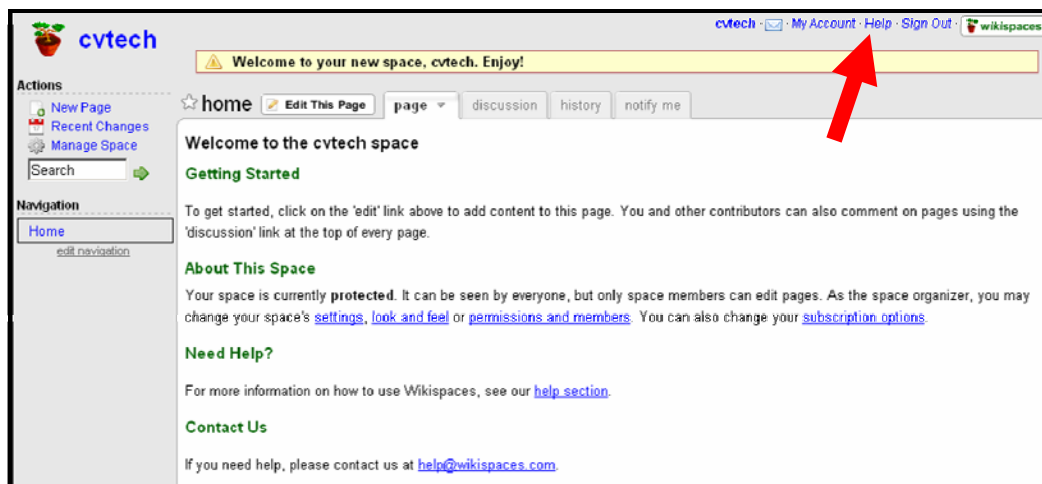
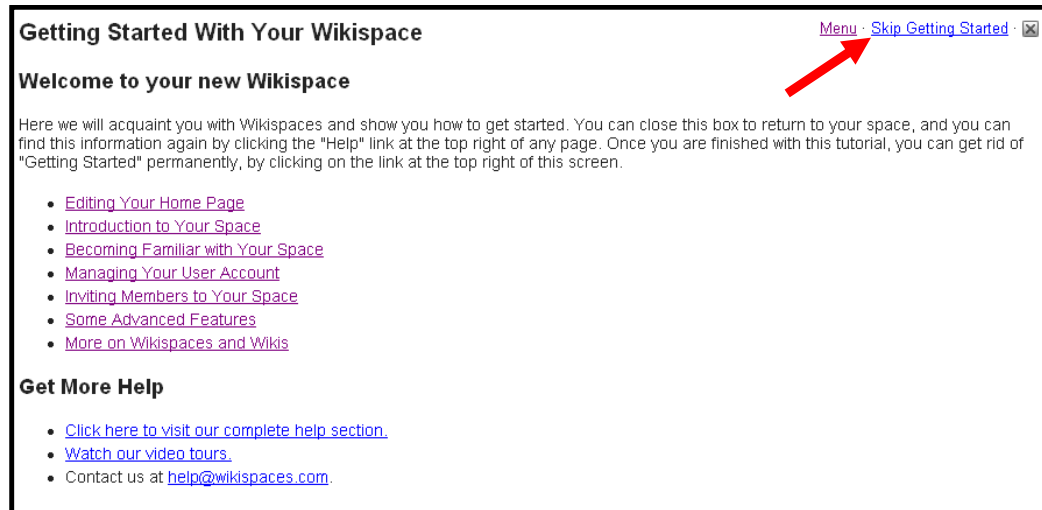
3. Enter your email address

We don't spam or share your email address.

4. Space name (optional)
 .wikispaces.com

[Terms of Use](#)

4. Upon successfully joining wikispaces, you will be greeted with an online tutorial. If you do not wish to view the tutorial at this time, click on **Skip Getting Started** near the top right hand corner of the page. You can access this tutorial at any time by clicking on **Help**.

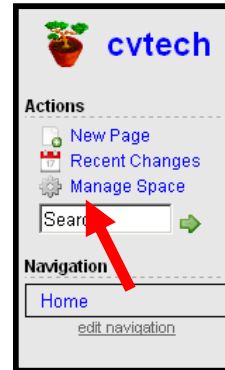


Setting Up the Free Wikispace Upgrade for Educators

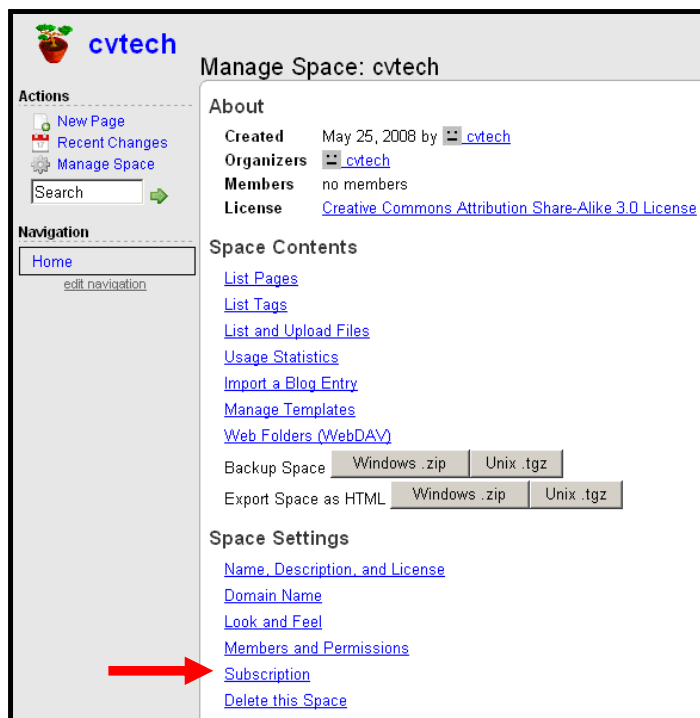
Wikispaces allows teachers to set up a private page that allows only the teacher and students access to view, upload, and edit the space.

1. Once you are logged in to your wikispaces, click on the link to your space (located near the top left hand corner of the page). If you have multiple spaces (ex. one for each class), you will see them listed there also.

- Click on **Manage Space** from the **Actions** section on the top left corner of the space



- Under **Space Permissions**, select **Subscription**.



- Scroll down to the bottom of the page to where it says **Request your complimentary upgrade to Plus for K-12 education**. Click on the link that says **Request your now**.

		Try For 30 Days!	Try For 30 Days!
Users, Pages, Messages	Unlimited	Unlimited	Unlimited
Total File Storage	2 GB	2 GB	5 GB
Upload File Size	10 MB	20 MB	50 MB
WYSIWYG Editing	✓	✓	✓
Standard Features	✓	✓	✓
Ad-Free	—	✓	✓
Full Privacy	—	✓	✓
SSL Security	—	✓	✓
Custom Themes	—	✓	✓
Your Domain Name	—	—	✓
Full WebDAV Support	—	—	✓
Your Plan		Try For 30 Days!	Try For 30 Days!

Request a complimentary upgrade to Plus for K-12 education

Wikispaces is offering complimentary Plus service for any space that is used exclusively for K-12 education. [Request yours now.](#)

5. Read over the statement, check the box, and then click on the **Request a Complimentary Plus Upgrade** button.

Free Plus Wikispaces for K-12 Education

We reserve the right to determine which Wikispaces qualify for this offer and to change this program at any time.

To request a complimentary Plus upgrade, please certify that this space will be used exclusively for K-12 education. We may contact you via email to verify.

☒ certify this space will be used exclusively for K-12 education.

Request a Complimentary Plus Upgrade

6. You will receive a confirmation email when the upgrade has been approved (be sure to check your junk mail folder in Groupwise if it doesn't appear in your inbox).

Creating Student Accounts

Many web 2.0 applications require a valid email address to set up an account. This poses a problem since students cannot currently access email accounts in our district. Since wikispaces supports education, they have a system in place to help teachers create accounts for the students.

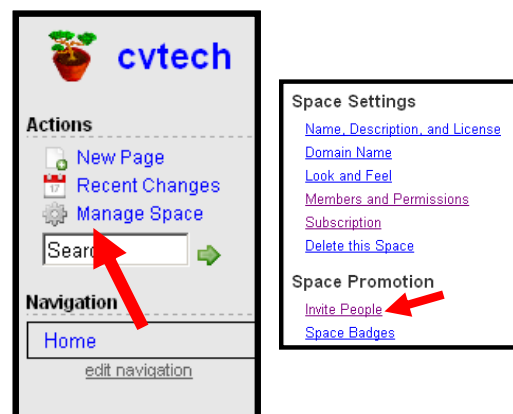
In order to have them set up student accounts, you need to create student usernames and passwords. When creating the usernames, it is suggested that you include the letters "CV" (to indicate Cumberland Valley) and do not use student names (to protect their identity). The usernames must be at least 3 characters long (wikispaces allows letters, numbers, underscores _, or dashes -) and that passwords must be at least 6 characters long.

When you have your list of usernames and passwords, email the list to help@wikispaces.com and indicate the name of your space for them to be added to. Use the following format:

username1, password 1
username2, password 2
username3, password 3

Inviting Others To Join Your Space

1. Click on **Manage Space**.
2. Under **Space Promotions**, select **Invite People**.



3. Fill in the **To:** box, edit the message, and then click **Send**.

Invite People to cvtech

To invite people to Wikispaces, please list their email addresses or usernames in the **To:** field below and enter a personal message.

To:

List multiple email addresses or usernames using commas or linebreaks

From: help@wikispaces.com

Reply-To: dice56@mac.com

Subject: Invitation to cvtech wiki

Message: cvtech has invited you to join the "cvtech" wiki at Wikispaces.

To join the wikispace, or to decline, please visit:

<http://cvtech.wikispaces.com>

A message from cvtech:

I've made a wiki on Wikispaces that I'd like to share with you. You'll be able to easily edit pages, upload files, and join our discussions. I hope you'll join us!

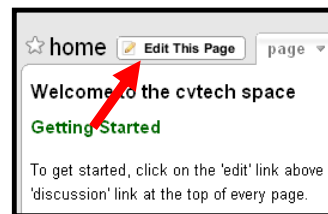
Wikispaces lets you create simple web pages that groups, friends, and families can edit together.

Sent by Wikispaces

Send

Editing Your Wikispace

1. Click on **Edit this Page**. This will bring you to the visual page editor.



cvtech

Actions

- New Page
- Recent Changes
- Manage Space
- Search

Navigation

- Home
- edit navigation

Editor

B I U A Normal

Text Editor Preview Save Cancel

Optional: a note about this edit for the page history log

Optional: tags for this page, separated by commas


Save Draft Text Editor Preview Save Cancel

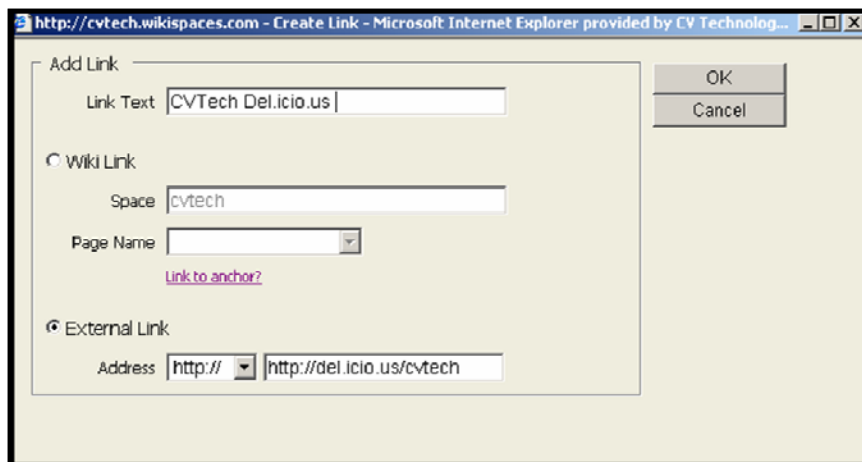
Note that the content you create on <http://cvtech.wikispaces.com> is licensed under the [Creative Commons Attribution-ShareAlike 3.0 License](#). Please only submit content that you write yourself or that is in the public domain. Learn more about our [open content policy](#).


2. The visual page editor acts like a basic word processor. It lets you format your text, insert images and files, and link to other pages using a simple toolbar. To change the format of your text, simply highlight the text you would like to change, and click on the desired formatting button in the toolbar. You can format text in bold, italics, underline,

various headings, and numbered and unnumbered bullets. You can also add a horizontal line break.


Adding Hyperlinks

1. Click on **Edit this Page**. This will bring you to the visual page editor.
2. Highlight the text you wish to link and click on the earth icon  in the toolbar.
3. Choose if you want to link to pages within your wiki or to locations outside your space.

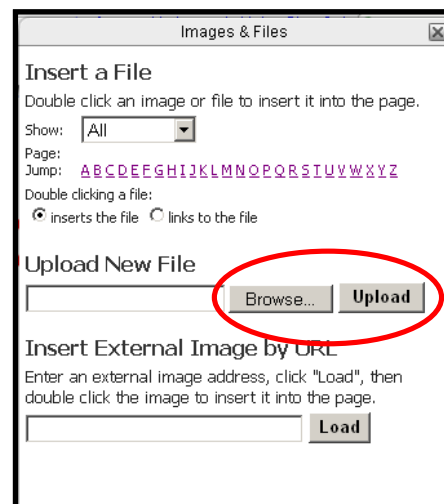


4. To remove a link in the visual editor, put the cursor on the link, or highlight the link, and hit the break link earth icon .

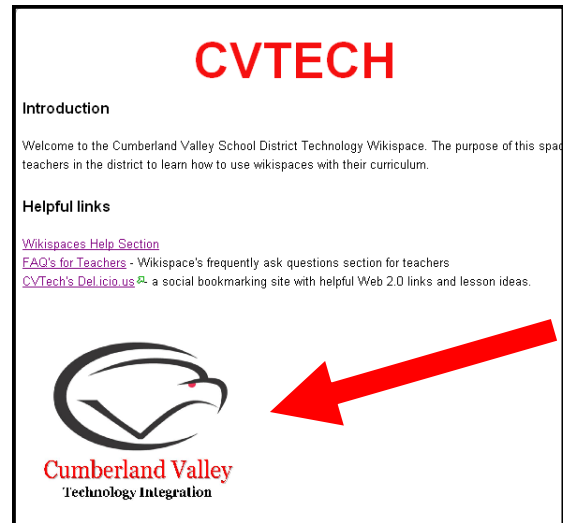
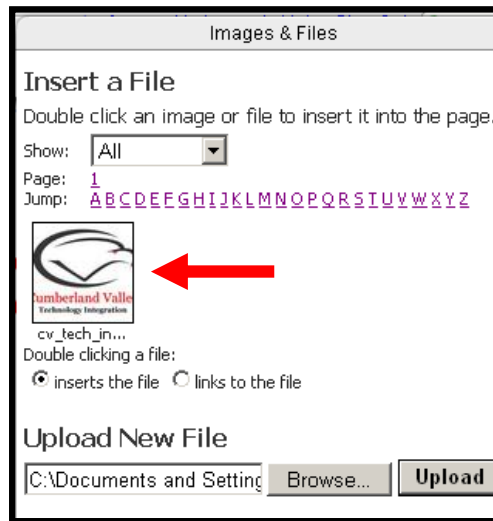
Adding Images and Uploading Files

1. Click on **Edit this Page**. This will bring you to the visual page editor.
2. Click the image icon which looks like a tree in a box .

3. Use the **Upload New File** or **External Image URL** dialog to select the image or file you wish to put on your page.
4. Put the cursor at the position on the page where you wish to put the image or file.



5. Double click the image or file to put it on the page.



6. If you add an image to your page, you will have options to align the image, and add a link or caption.
7. To change the alignment or caption of an image already in the document or delete the image, simply return to the "Edit This Page" button and click on the image again.

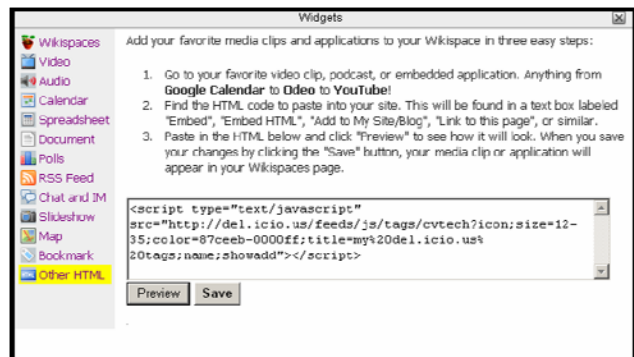
Adding Widgets and HTML

You can embed widgets like video, audio, calendars or any other HTML in your page.

1. Click on **Edit this Page**. This will bring you to the visual page editor.
2. Click on the toolbar button that looks like a television.




3. Select the widget you want or paste the HTML from any embeddable web service in the box (ex. you can embed your del.icio.us tags into your wikispaces).

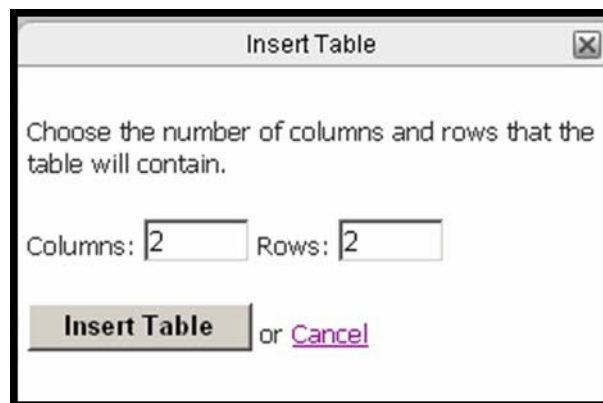


If you add the code for you del.icio.us account and save it, you wikispace page will look similar to this:



Adding Tables

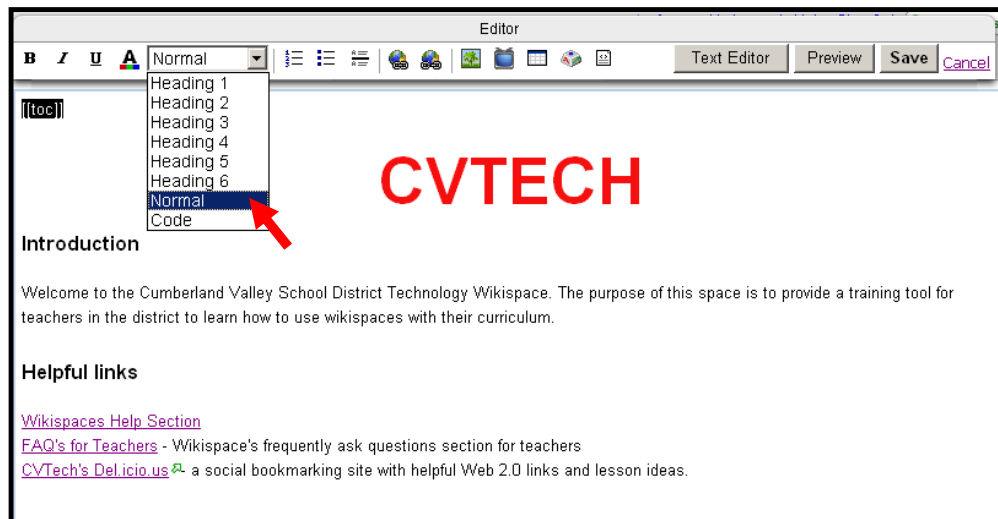
1. Click on **Edit this Page**. This will bring you to the visual page editor.
2. Click on the table image  in the toolbar.
3. Specify the number of rows and columns for your table then click **Ok**.



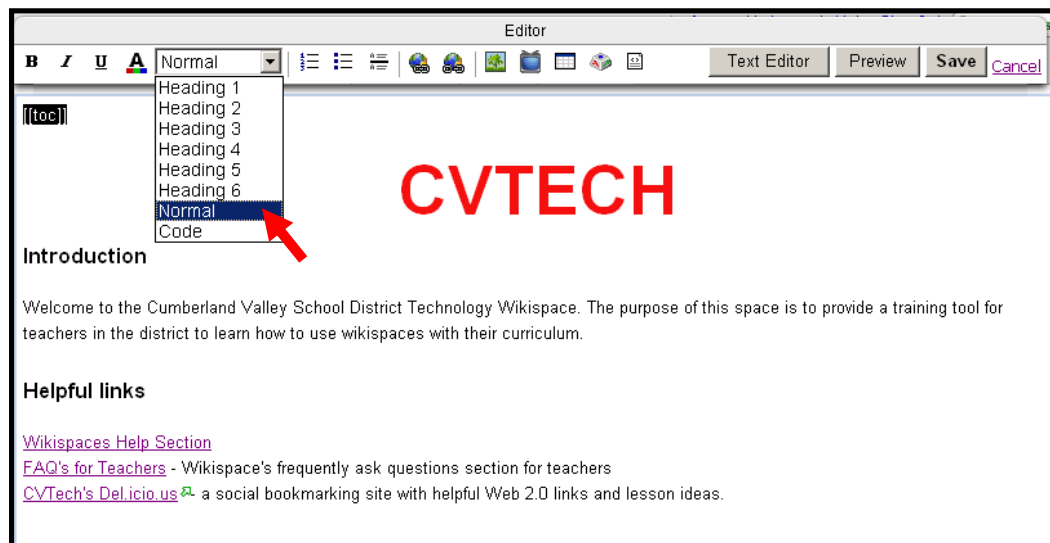
4. To add or remove rows or columns after you have created your column, click on a cell in the table. On two edges of that cell, two arrows on either side of a circle will appear. The arrows will add a row or column to the adjacent cells they point to. The circle with an "x" through it will delete the current row or column your cursor is in.

Adding a Table of Contents

1. Click on **Edit this Page**. This will bring you to the visual page editor.
2. At the top of your page type `[[toc]]`
3. Highlight the text you just typed and select **Normal** from the drop down menu in the editor bar.



4. For each topic that you want to appear on the table of contents, select a different heading from the drop down menu (ex. Heading 2). As the heading numbers increase, the indentation on the table of contents will increase as well.
5. Click the **Save** button to save your changes. Your page should now have a table of contents.



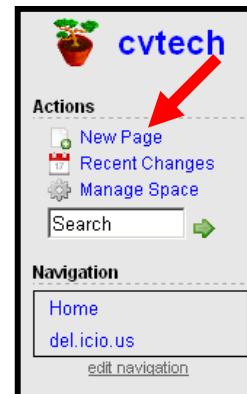
Adding Additional Pages

1. Click on **New Page** from the **Actions** section on the top left corner of the space.
2. Enter the name of your new page, then click **Create**.

Enter the name of your new page

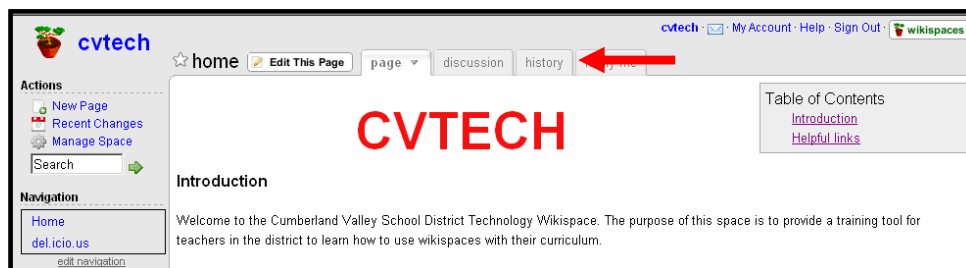
Your new page will be created at:
http://cvtech.wikispaces.com/

or [Cancel](#)



Viewing Page Editing History

1. Click on the **History Tab**.



2. You will see a list of all changes that have been made on that particular page. It also shows who made each change. To view any of those previous pages, click on the link for that date.

Date	Compare	Author	Comment
May 26, 2008 9:02 am	selected	cvtech	
May 26, 2008 9:01 am	selected	cvtech	
May 26, 2008 9:00 am	selected	cvtech	
May 25, 2008 10:50 am	selected	cvtech	
May 25, 2008 10:19 am	selected	cvtech	
May 25, 2008 10:10 am	selected	cvtech	
May 25, 2008 10:09 am	selected	cvtech	
May 25, 2008 10:07 am	selected	cvtech	
May 25, 2008 10:04 am	selected	cvtech	
May 25, 2008 10:03 am	selected	cvtech	
May 25, 2008 10:02 am	selected	cvtech	

1-11 of 11

3. Inserted text will be highlighted in green and deleted text will be highlighted in red. To revert to an earlier version of a page, click the **revert to this version** link (this is very helpful if you delete any information on you page accidentally).

[home](#) [page](#) [discussion](#) [history](#) [notify me](#)

Date and Author: Yesterday 10:50 am by [cvtech](#)

Comment: none

Actions: [turn off change highlighting](#) · [show wikitext changes](#) · [revert to this version](#)

Key: Inserted Text Deleted Text Jump To: [First](#) [Last](#)

[Table of Contents](#)
[Introduction](#)
[Helpful links](#)

CVTECH

Introduction

Welcome to the Cumberland Valley School District Technology Wikispace. The purpose of this space is to provide a training tool for teachers in the district to learn how to use wikispaces with their curriculum.

Helpful links

[Wikispaces Help Section](#)

[FAQ's for Teachers - Wikispace's frequently ask questions section for teachers](#)

[CVTech's Del.icio.us](#) a social bookmarking site with helpful Web 2.0 links and lesson ideas.